

VACANCY ANNOUNCEMENT
ADMINISTRATIVE SUPERVISOR
U.S. COURT OF APPEALS FIFTH CIRCUIT LIBRARY SYSTEM
New Orleans, Louisiana

Applications accepted from April 26th until May 21ST

Job Summary:

The Administrative Supervisor, under supervision of the Circuit Librarian, provides library system wide leadership, coordination, and administration of the library system budget program, procurement system, human resources functions, and audit compliance guidelines for all library system operations and staff.

The library system consists of 24 employees stationed at the headquarters library in New Orleans and nine satellite libraries throughout Texas, Louisiana and Mississippi. The Administrative Supervisor will oversee all non legal-research and non-librarianship functions of operations.

Functions may include, but are not limited to, finance and budget, human resources, information technology, travel, space and facilities, internal operating procedures, audit compliance, and other library system circuit-wide administrative or operational functions. Human resources functions include all personnel actions, payroll processing, and employee evaluation and compensation oversight.

The Administrative Supervisor will directly supervise a full-time Administrative Assistant and will participate in the recruitment process for that position.

Representative Duties:

Acts as chief administrative supervisor regarding all library system matters except for legal research and librarianship issues. Develops, administers, and supervises a comprehensive compliance program regarding budget, finance, procurement, information technology, and human resources for the entire circuit wide library system. In consultation with the Circuit Librarian, initiates, maintains, monitors, and supervises policies and procedures for the general operation of the library program to ensure compliance with internal operating policies and procedures.

Ensures adherence to the *Guide to Judiciary Policy* and other court guidelines on administrative practices. Designs and oversees biannual internal audits. Serves as an advisor and monitor of administrative rules and their application to ensure the highest standards of stewardship.

Administratively and technically supervises professional staff in areas of budget, information technology, human resources, travel regulations, audit compliance and procurement. Directly supervises one full time Administrative Assistant to be hired in August or September.

Serves as chief advisor to the Circuit Librarian in the development and execution of long range financial, technology, procurement, and human resources planning.

Serves as delegated or assigned Contracting Officer and/or Certifying Officer and/or and Procurement Liaison Officer for goods and services in support of the library system, including GSA building and renovation projects. Initiates RWA's and MWO's for library related GSA initiatives.

Monitors and evaluates circuit-wide administrative actions. Acts on behalf of Circuit Librarian during his or her absence regarding all matters except legal research and librarianship issues. Serves as liaison to other court units on behalf of Circuit Librarian regarding shared administrative services.

Initiates and manages special projects, administrative research, and similar activities as applicable, such as property inventories, disposal records, procurement records, and Internal Operating Procedures manuals.

Maintains accounting records, processes budget reconciliation documents, payroll reports, InfoWeb transactions, Personnel Projection System reports, ESF (Electronic Status of Funds) reports, budget allocations, fiscal year spending plans, and FAS4T accounting authorities profiles.

QUALIFICATIONS / REQUIREMENTS:

Five years of progressively responsible financial, human resources, procurement or administrative experience in a federal court system. Applicants with circuit wide experience in the federal court system will receive the highest consideration.

SALARY RANGE:

CL 29/30 From \$81,823 to \$112,104 annually depending on qualifications and experience.

BENEFITS:

Employees of the United States Court of Appeals, Fifth Circuit, are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- 13 days paid vacation per year for the first three years of employment; 20 days vacation per year after three years of employment; 26 days paid vacation after 15 years of employment.
- 13 sick days per year
- 10 paid holidays annually
- Participation in the Federal Employees Retirement System, including government Thrift Savings Plan similar to 401K plans with matching funds
- Optional participation in the Federal Health Insurance program with a wide choice of plans
- Optional participation in the Federal Health Insurance
- Participation in pre-tax flexible spending account programs
- Voluntary participation in life, long-term disability, and long-term care insurance programs
- Direct deposit of federal wages
- Time in service with other federal agencies may be applied to length of service for computation of leave and retirement benefits

The Fifth Circuit Library System is an Equal Opportunity Employer.
This office provides reasonable accommodations to applicants with disabilities.

The successful candidate will be offered employment based on a satisfactory background check and investigation.

Employees serve under “Excepted Appointments” and are considered “at will” employees. All information provided by applicants is subject to verification and background investigation. Any false statements or omission of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

HOW TO APPLY:

Applicants must submit a cover letter, resume, names and phone numbers of three references, and a copy of a their AO78 form on file, or a newly completed form available at:

<http://www.uscourts.gov/forms/AO078.pdf>.

In the cover letter, applicants are asked to include one paragraph describing how they would apply their management philosophy in the direct supervision of a full time Administrative Assistant position.

Application materials may be submitted via regular mail to Michael R. Smith, Fifth Circuit Library, 600 Camp St. Room 106, New Orleans, LA 70130 - OR - by electronic copy emailed to Michael_R_Smith@ca5.uscourts.gov.

DEADLINE FOR APPLICATION: Friday, May 21st.

Interviews will take place in June, with an expected starting date of Monday, August 2nd.